**Wellbeing Services**

**Privacy Notice**

Our Wellbeing Advisers work within Student Support and Wellbeing services provided at the University of Chichester. Our Wellbeing Mental Health Advisers are all qualified and registered mental health practitioners who work to recognised professional standards of confidentiality. All the personal data that we hold about you is processed in compliance with current data protection legislation as follows:

1. All our Health and Wellbeing services have a contractual legal basis for processing your personal data in order to meet our duty of care to you. Our Mental Health Advisers also have a legal obligation to maintain case notes of their provision of care to you.

Some of the personal data we hold will be ‘special category’, which means it is sensitive data about your health and mental health. The processing of this data is necessary for the provision of health and social care.

You do not have to disclose your personal data to us but this may impact on our ability to provide you with appropriate advice and care.

If you have any queries about how we process your personal data please contact Wellbeing@chi.ac.uk

1. We only collect and use your personal data to provide you with care and treatment and will not use it for anything else.
2. We only use personal data that is relevant and necessary for us to carry out various tasks associated with the delivery of your care.
3. Your personal data will not be used, made available or otherwise disclosed for purposes other than those specified within this privacy notice. We will not share your personal data with any third parties without your explicit consent, unless we feel there is a risk of harm to yourself or others or where there is a legal requirement or basis for doing so. Wherever possible we would discuss this with you first and obtain your consent.
4. We will endeavour to keep your personal data accurate and up-to date but if you notice that any of the personal data we hold about you is inaccurate or incomplete this can be corrected by contacting us using the details above.
5. We only keep your personal data for as long as is necessary for the purposes described in this privacy notice. This means we keep it securely for three years after you have left and then it is securely deleted.
6. We have secure processes in place to keep your personal information safe when it is being processed, which includes when we share your personal data (as described above) and how we store your personal data. We take appropriate measures to ensure that your personal data remains safe and secure, and that it is only processed in a way that is consistent with our privacy policy.

For more details on how we use your personal data including your rights under current data protection legislation please see:

* the Student Support and Wellbeing Privacy Notice:
<https://www.chi.ac.uk/sswprivacynotice>
* the University’s Data Protection web pages:
<https://www.chi.ac.uk/about-us/policies-and-statements/data-protection>

The University’s Data Protection Officer can be contacted on DPOfficer@chi.ac.uk